

04-22-91

APPRENTICESHIP STANDARDS  
OF THE  
INDEPENDENT ROOFING CONTRACTORS OF CALIFORNIA, INC.  
UNILATERAL APPRENTICESHIP COMMITTEE

ARTICLE I. PURPOSE OF POLICY

The parties hereto declare it to be their purpose and policy to establish an organized, planned system of apprenticeship, conducted as an employer/industry undertaking. These standards have, therefore, been adopted and agreed upon under the Shelley-Maldhey Apprentice Labor Standards Act of 1939, as amended, to govern the employment and training of apprentices in the craft defined herein, to become effective upon their approval.

ARTICLE II. CRAFT

ROOFER

DOT: 866.381 010

ARTICLE III. ORGANIZATION

There is hereby established the above-named apprenticeship committee, covering the counties of Alameda, Contra Costa, Lake, Marin, Mendocino, Napa, San Francisco, San Mateo, Solano and Sonoma, consisting of three (3) members who shall be selected by and represent the employer organization signatory hereto and one (1) apprenticeship consultant representing the Division of Apprenticeship Standards, State Department of Industrial Relations, in addition thereto, there shall be one (1) advisor from the local school district and such other advisors as the committee shall determine. Such advisors and the apprenticeship consultant shall have a voice and no vote. By signing the appropriate form (DAS 7) any employer may adopt these standards regardless of its status with any collective bargaining representative.

ARTICLE IV. JURISDICTION

These standards shall apply to the employers signatory hereto, their members and to other employers who subscribe hereto, and to all apprentice agreements hereunder.

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## ARTICLE V. FUNCTIONS

The functions of the apprenticeship committee shall be to:

- A. develop an efficient program of apprenticeship through systematic on-the-job training with related and supplemental instruction and periodic evaluation of each apprentice.
- B. make periodic evaluations of the progress of each apprentice's on-the-job training and related and supplemental instruction.
- C. serve in an advisory capacity with employers and employees in matters pertaining to these standards.
- D. aid in the adjustment of apprenticeship disputes.
- E. develop fair and impartial selection procedures and an affirmative action plan in accordance with existing laws and regulations, and to apply them uniformly in the selection of applicants for apprenticeship. The selection procedures and affirmative action plan are attached hereto.

## ARTICLE VI. RESPONSIBILITIES

The responsibilities of the apprenticeship committee shall be to:

- A. supervise the administration and enforcement of these standards.
- B. adopt such rules and regulations as are necessary to govern the program provided; however, that the rules and regulations do not conflict with these standards.
- C. to determine if an employer has the worksite facilities, skilled workers as trainers at the worksite, and equipment sufficient to train apprentices.
- D. pass upon the qualifications of apprentice applicants.
- E. file a signed copy of each apprentice agreement with the Secretary of the California Apprenticeship Council, with copies to all parties to the agreement.
- F. establish and maintain a record system for on-the-job training and related instruction.
- G. adjust or determine all disputes and complaints having to do with these standards, apprentice agreements, and with the employment and training of apprentices, subject to an appeal to the Administrator of Apprenticeship.

- H. adopt changes to these standards, as necessary, subject to the approval of the parties hereto and the Chief of the Division of Apprenticeship Standards.
- I. use every effort to keep the apprentice employed in a reasonably continuous manner and adequately instructed.
- J. provide disciplinary procedures for apprentices, including provisions for fair hearings.

## ARTICLE VII. DEFINITION OF AN APPRENTICE

An apprentice is a person at least eighteen (18) years of age who is engaged in learning a designated trade, and who has entered into a written apprentice agreement under the provision of these standards.

## ARTICLE VIII. DUTIES OF AN APPRENTICE

Each apprentice shall satisfactorily perform all work and learning assignments both on the job and in related instruction and shall comply with the rules, regulations and decisions of the apprenticeship committee.

## ARTICLE IX. APPRENTICE AGREEMENTS

- A. Each apprentice agreement shall conform to State laws and shall be signed by the employer and by the apprenticeship committee and the apprentice, and must be approved by the apprenticeship committee.
- B. Each apprentice shall be furnished a copy or be given an opportunity to study these standards before entering the program. These standards shall be considered a part of the apprentice agreement as though expressly written therein.

## ARTICLE X. TERMINATION AND TRANSFER OF AGREEMENTS

- A. - During the probationary period, an apprentice agreement may be terminated by the apprentice committee at the request in writing of either party; after such probationary period, an apprentice agreement may be terminated by the Administrator by mutual agreement of all parties thereto or cancelled by the Administrator for good and sufficient reason.
- B. If an employer is unable to fulfill his/her obligations to train under any apprentice

## ARTICLE XVI. WAGE SCHEDULE

### A. Wages

1. Apprentices shall be paid a progressively increasing schedule of wages based on a percentage of wages paid to journeymen.
2. The minimum journeyman rate for Roofers, upon which the apprentice's progressive wage shall be based, is \$15.75 per hour. Employer benefits shall be over and above this rate, except where Federal and State prevailing wage laws override.
3. It is expressly understood that the objective wage scale utilized in these standards to determine the beginning and subsequent levels of the apprentice wage scale has been established by the Program Sponsor.
4. Apprentices on public works shall be paid according to the Director's prevailing wage determination, but in no case less than those approved in the program standards.
5. To ensure competitive bidding on public works contracts, apprentices employed in the Roofer occupation of these program standards on public works shall be paid wages and benefits as follows:
  - \* When the prevailing wages and benefits for the public works job are based on the collective bargaining agreement (CBA) apprentices shall be paid in accordance with those apprenticeship standards developed pursuant to the CBA.
  - \* When the prevailing wages and benefits for the public works job are not based on a CBA, apprentices shall be paid in accordance with the graduated percentage wage schedule contained in these apprenticeship standards as applied to the prevailing wage rate as otherwise determined; however, in no case shall the apprentices be paid less than \$7.78 per hour.

6. Apprentice Wage Scale and Other Compensation:

Apprentice Wage Progression	% of Journey Wage Rate	Vacation	H & W	Pension	Apprentice Trng. Fund	TOTALS
1st 6 months	50%	\$1.00	0	0	\$0.20	9.07.5
2nd 6 months	55%	\$1.00	0	0	\$0.20	9.06
3rd 6 months	60%	\$1.00	0	0	\$0.20	10.65
4th 6 months	70%	\$1.00	0	0	\$0.20	12.22.5
5th 6 months	80%	\$1.00	0	0	\$0.20	13.80
6th 6 months	90%	\$1.00	0	0	\$0.20	15.30.5

Individual contractors provide health, life, dental and vision insurance coverage with the employer paying 75 percent of the premium. All these benefits vary in value depending on individual circumstances. Each employee is provided with a Company Policy Book describing eligibility in detail.

B. Hours of Work and Overtime

The regular work week will be forty (40) hours at straight time, Monday through Saturday, year round. Overtime shall be paid in accordance with all Federal and State regulations.

ARTICLE XVII. WORK TRAINING

- A. The employer shall see that all apprentices are under the supervision of a qualified journeyman or instructor and shall provide the necessary, diversified experience and training in order to train and develop the apprentice into a skilled worker, proficient in all the areas of the craft as outlined herein. Apprentices shall also be trained in the use of new equipment, materials, and processes as they come into use in the occupation.
- B. The major work processes in which apprentices will be trained (although not necessarily) in the order listed and the approximate hours not necessarily continuous) to be spent on each are as follows:

## WORK PROCESSES

## APPROXIMATE HOURS

### Requirement A

*Prepares the Deck, Substrate or Foundation*  
Removes protective membrane or system;  
prepares the deck, substrate, foundation or  
slabs for the roofing or waterproofing  
systems; measures and cuts various  
material, etc.

800

### Requirement B

*Built-Up Roofing and Waterproofing*  
Applies new and recover hot and cold  
membranes including insulation,  
bitumen, modified bitumen, plies,  
adhesives, gravel, cap sheets,  
elastomeric sheets or fluids;  
patches, etc.

1200

### Requirement C

*Combination of 1500 OJT hours from the following areas*

1500

#### Area I - Cold-Applied Roofing, Decking, Damp Waterproofing.

Applies new and recover cold systems to roofs,  
decks, sub-floors, shower pans, foundations and  
slabs including one-ply membranes, emulsions,  
cutbacks, elastomeric, etc.

#### Area II - Composition Shingles and Shakes

Applies new and recover composition shingle  
and shake material including felts, flashings,  
edging, jacks, etc.

#### Area III - Tile, Other Rigid Materials

Applies new and recover roofing materials  
including interlocking tile, and other  
rigid materials.

**Area IV - Equipment**

Uses a variety of equipment including  
bolst, conveyor spudder, spreader,  
telt, kettle, forklift, power saw, etc.

**Area V - Other**

Any additional or new materials and  
equipment used for roofing and water-  
proofing purposes.

**MINIMUM OJT HOURS  
WITHIN 3 YEARS**

**3500**

**ARTICLE XVIII. SAFETY AND HEALTH**

Each apprentice shall receive training and education in first aid, safe working practices, and in the recognition of occupational health and safety hazards.


**ARTICLE XIX. CERTIFICATE OF COMPLETION**

- A. Upon evidence of satisfactory completion of apprenticeship and upon the recommendation of the apprenticeship committee, each apprentice will be issued a Certificate of Completion by the authority of the California Apprenticeship Council.
- B. In recognition of unusual ability and progress, the apprenticeship committee may decrease the term of apprenticeship for an individual apprentice not more than twelve and one-half (12 1/2) percent.

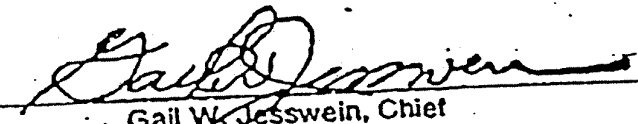
ARTICLE XX. CALIFORNIA PLAN FOR EQUAL OPPORTUNITY IN APPRENTICESHIP

A (See Attachment)

Respectfully Submitted by:

  
Steve Amend, President  
Independent Roofing Contractors of California, Inc.

The foregoing standards, being in conformity with the rules and regulations of the California Apprenticeship Council and the California Code of Regulations are hereby approved MAY 22 1991 and become effective the date it becomes the order of the council.

  
Gail W. Jesswein, Chief  
Division of Apprenticeship Standards



INDEPENDENT ROOFING CONTRACTORS OF CALIFORNIA, INC.  
UNILATERAL APPRENTICESHIP COMMITTEE

Employer Representatives

Name

Address

Montague Upshaw, Chairman

Fidelity Roof Co.  
1075 40th Street  
Oakland, CA

Steve Amend, Secretary

Roofing Services, Inc.  
4155 Santa Rosa Avenue  
Santa Rosa, CA

Jack White, Committee Member

State Roofing System, Inc.  
P.O. Box 235  
San Leandro, CA 94577

John Upshaw, Alternate

Fidelity Roof Co.  
1075 40th Street  
Oakland, CA

Apprenticeship Consultant

Ralph Vollmer  
50 "D" Street, Suite 200  
Santa Rosa, CA 95404

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ADDENDUM TO APPRENTICESHIP STANDARDS  
FOR  
INDEPENDENT ROOFING CONTRACTORS OF CALIFORNIA, INC.  
UNILATERAL APPRENTICESHIP COMMITTEE

OCCUPATION: ROOFER

DOT: 866.381 010

Area Covered by Standards:

Alameda, Contra Costa, Lake, Marin, Mendocino, Napa,  
San Francisco, San Mateo, Solano and Sonoma Counties

Approved Statistical Area:

Same as above

The above-named Program Sponsor, in accordance with the California Plan for Equal Opportunity in Apprenticeship, declares the following to be its Selection Procedures.

I. PLEDGE

The Program Sponsor affirms that the recruitment, selection, employment and training of apprentices during their apprenticeship shall be without discrimination because of race, color, religion, national origin or sex. The sponsor will take affirmative action to provide equal opportunity in apprenticeship, and will operate the apprenticeship program as required by the California Plan for Equal Opportunity in Apprenticeship and by the California Code of Regulations Title 8, Chapter 2.

II. DISSEMINATION OF INFORMATION

Information will be disseminated in our area of jurisdiction to the following:

Apprentices are to be selected from present employees. Forty five (45) days in advance of the taking of apprentice applications, information regarding the apprenticeship program will be disseminated via bulletin boards, newsletters, supervisors and personnel section. Applications will be accepted for a minimum of ten (10) working days following the close of the dissemination of information. Notices will be sent to the Division of Apprenticeship Standards which will monitor the selection procedure.

## **AFFIRMATIVE ACTION PROGRAM**

Employer will recruit minorities and women into entry level positions so that a pool of potential apprentice applicants will be available.

- B. Employer will consider utilization of Center for Employment Training for recruitment of minorities and women.

## **WRITTEN APPLICATIONS**

All applicants will be required to complete a written application when seeking entry into the program. Applications will be received at the following locations:

Fidelity Roof Co. ,  
1075 40th Street  
Oakland, CA 94608  
Monday thru Friday 1:00 PM to 4:00 PM

Roofing Services, Inc.  
4155 Santa Rosa Avenue  
Santa Rosa, CA 95407  
Monday thru Friday 9:00 AM to 4:00 PM

Chabot College  
25555 Hesperian Blvd, Rm. 1504  
Hayward, CA 94540-5001  
Monday thru Friday 8:30 AM to 4:00 PM

## **SELECTION OF APPRENTICES**

Selection of apprentices will be made under Method #4, as defined in the Cal Plan.

- A. Age Limitations: Applicants shall be at least eighteen (18) years of age at the time of Indenture.
- B. Formal Educational Requirement: No formal educational requirement.
- C. Physical Examination: None required. Applicants must be physically able to perform the work of the trade. If a physical examination is required, it will be at no cost to the applicant.
- D. Written test: None required.
- E. Applicant's prior work experience and training will be evaluated by the committee at the time of Indenture if proper verification of his/her employment in the trade is available, and appropriate credit will be given toward a higher apprenticeship period and/or wage bracket.

- F. Oral Interview required and shall be conducted by the employer or Unilateral Apprenticeship Committee with the following factors and corresponding ratings for each:

	Rating
Considered	0 to 15%
Attitude	0 to 15%
Confidence	0 to 30%
Oral Response	0 to 20%
Stability	0 to 20%
Motivation	

\*Maximum Score: 100%

Minimum Passing Score: 70%

- No factor for written score (no requirement in Standards)

Applicants are referred to job openings based on the highest score from the top of the list.

- G Acceptance and Rejection of Applicants
- Applicants who meet the minimum requirement for the program will be instructed at the time of application as to the procedure for entering the apprenticeship program. Applicants who fail to meet the minimum qualifications will be informed at time of application with reason given for their rejection. Falsification of any information furnished by the applicant to the committee shall be cause for rejection for the applicant and/or cancellation of the apprentice agreement at a subsequent date. It shall be the responsibility of the applicant to keep the committee advised of any change of address and telephone number. Applicants will be kept on the referral list for a period of two (2) years.

Should there be a sufficient number of journeymen and/or registered apprentices unemployed as to concern the apprenticeship committee for the welfare of the industry and/or the registered apprentices, the committee may take action not to utilize applicants as apprentices until the circumstances are corrected.

The committee, at semi-annual intervals, will examine the intake and total of active apprentices. Should the committee find a deficiency in its minority and/or female

participation as required under the California Plan for Equal Opportunity In Apprenticeship.  
It will implement its affirmative action plan.

### GOALS AND TIMETABLES

Total Population In Area as of April 1980:

1,761,759

Female Goal:

23%

### GOALS FOR MINORITIES (MEN AND WOMEN)

Ethnic Group	1980 Census
Black, not Hispanic	11.00%
Asian or Pacific Islander	7.00%
American Indian or Alaskan Native	1.00%
Filipino	3.00%
Hispanic	11.00%
Total Minorities	33.00%

I. RECORDS


Records will be maintained for five (5) years at:

Independent Roofing Contractors of California, Inc.  
3222 East Laurel Creek Road  
Belmont, CA 94002


III. PROGRAM SPONSOR will submit an annual compliance report to the Division of Apprenticeship Standards at the end of each calendar year.

This Addendum to the Standards is submitted for approval of the Chief, Division of Apprenticeship Standards, as adopted this 20th day of April 1991

Signed for the Program Sponsor

  
Steve Amend, President  
Independent Roofing Contractors of California, Inc.

The foregoing Addendum to the Standards, being in conformity with the rules and regulations of the California Apprenticeship Council and the California Code of Regulations is hereby approved MAY 22 1991

  
Gar W. Jesswein, Chief  
Division of Apprenticeship Standards

# REVISION OF APPROVED STANDARDS

DAS File No. 19704	
District No. 06	
<input checked="" type="checkbox"/>	JAC Standards
<input checked="" type="checkbox"/>	Unilateral
<input type="checkbox"/>	VA

Committee  
Independent Roofing Contractors of California, Inc. UAC

Area Covered by Standards  
Alameda, Contra Costa, Lake, Marin, Mendocino, Monterey, Napa, San Francisco, San Mateo, Santa Clara, Solano, Sonoma, Sacramento, San Joaquin Counties.

Committee Address — Street Address, City & Zip Code  
P. O. Box 27935, Concord 94597

Telephone No.  
510-547-6330

DOT Number(s)  
866.381 010

Occupation(s)  
Roofers

ACTION	<input type="checkbox"/> Revision of Journeyman Wages	Revision of Area	Revision of Other Compensation
	<input checked="" type="checkbox"/> Revision of Apprentice or Trainee Rates	Revision of Ratio	Revision of Selection Procedures
	<input checked="" type="checkbox"/> Revision of Work Processes	Effective Date of This Action: 9/23/93	
	Other Revision or Addition:		

Related Instruction  
166 Hours Per Year  
7. School  
Chabot Community College, Foothill/De Anza Community College, \*

Present Journeyman Wage  
\$15.78 Per hour  
9. Effective Date of Journeyman Wage  
8-20-93

10. Apprentice or Trainee Wage Scales (Indicate amount of time [hours, weeks or months] and percent of journeyman wage or dollar amount)									
1st Per.	6 Mo	35%	57 1 Hrs	5th Per.	6 Mo	65%	57 1 Hrs	9th Per.	
2nd Per.	6 Mo	37.5%	57 1 Hrs	6th Per.	6 Mo	75%	57 1 Hrs	10th Per.	
3rd Per.	6 Mo	40%	57 1 Hrs	7th Per.	6 Mo	90%	57 4 Hrs	11th Per.	
4th Per.	6 Mo	50%	57 1 Hrs	8th Per.				12th Per.	

## 11. Overtime Provisions

Overtime shall be paid at not less than one & one-half times the straight time hourly rate of pay for time worked in excess of 8 hours per day and 40 hours per week.

12. Straight Time Hours  
Per Day: 8

Per Week: 40

13. Other Compensation	Eff. Date	Hr/Wk	Eff. Date	Hr/Wk
	8-20-93	Min/Yr		Min/Yr
A. Health & Welfare	\$ No		\$	
B. Pension	\$ Change		\$	
C. Vacation	\$		\$	
D. Apprentice Funds	\$		\$	
E. Other (Specify)	\$		\$	
Total	\$		\$	

## 14. Work Processes

☒ See Attached

☐ No Change

Ratio: One (1) Apprentice to (1) Journeyman

RECEIVED  
OCT 04 1993

DAS HDQ RECORDS SEC.

15. Remarks  
and North Monterey County ROP.

Independent Roofing Contractors, Inc. UAC have  
DAS Chief, July 14, 1993 Enforcement Policy.

## CERTIFIED AS CORRECT:

Signature: Apprenticeship Consultant	Date: 9-28-93	Signature: Committee Sec. or Chair (Cross out one)	Date: 9-28-93
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These Revisions are hereby made a part of and supersede provisions of standards previously approved.

Approved: Chief, Division of Apprenticeship Standards	Date Approved: 10-19-93
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